ANNEXURE M

OFFICE OF THE CHIEF JUSTICE

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act55) of 1998) and the relevant Human Resources policies of the Department will be taken into consideration and preference will be given to Women, Persons with Disabilities and youth.



APPLICATIONS : **National Office (Midrand):** Quoting the relevant reference number, direct your application to: The Director: Human Resources, Office of the Chief Justice, Private Bag X10, Marshalltown, 2107 or hand deliver applications to the Office of the Chief Justice, Human Resource Management, 188, 14th Road, Noordwyk, Midrand, 1685

Western Cape/Cape Town: Quoting the relevant reference number, direct your application to: The provincial Head, Office of the Chief Justice, Postal Address: Private Bag X9020, Cape Town, 8000, or hand deliver applications to the Office of the Chief Justice, Provincial Service centre 30 Queen Victoria Street, Cape Town

KwaZulu-Natal/Pietermaritzburg: Quoting the relevant reference number, direct your application to: The Provincial Head: Office of the Chief Justice, Private Bag X54314, Durban, 4000. Application can also be hand delivered to Office of the Chief Justice Durban High Court, Human Resource Office, Ground Floor, Corner Somsteu Road and Stalwart Simelane Street, Durban, 4000

Eastern Cape/Gqeberha: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Postal Address: Private Bag X13012, Cambridge 5206, East London. Applications can also be hand delivered to 59 Western Avenue, Sanlam Park Building, 2nd Floor, Vincent 5242, East London.

CLOSING DATE : 13 November 2026

NOTE : All applications must be submitted on a New Z83 form, which can be downloaded on internet at www.judiciary.org.za / www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and should be accompanied by a recent comprehensive CV only; contactable referees (telephone numbers and email addresses must be indicated). Please send your documents in a PDF and put them in one folder. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. Applicants could be required to provide consent for access to their social media accounts. Prior to appointment for SMS, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: https://www.thensg.gov.za/training-course/sms-pre-entry-programme/. Each application form must be fully completed, duly signed and initialed on both pages by the applicant. The application must indicate the correct job title, the office where the position is advertised and the reference number as stated in the advert. Failure by the applicant to complete, sign and initial the application form will lead to disqualification of the application during the selection process. Applications on the old Z83 will unfortunately not be considered. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation considered. Suitable candidates will be subjected to a personnel suitability check (criminal record, financial checks, qualification verification, citizenship checks, social media, reference checks

and employment verification). Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the advertised post(s). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. Failure to submit all the requested documents will result in the application not being considered during the selection process. All successful candidates will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as be required to undergo a security clearance three (3) months after appointment. The Office the Chief Justice complies with the provisions of the Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for. In the event that your application was unsuccessful, the Office of the Chief Justice will retain your personal information for internal audit purposes as required by policies. All the information requested now or during the process is required for recruitment purposes. Failure to provide requested information will render your application null and void. The Office of the Chief Justice will safeguard the security and confidentiality of all information you shared during the recruitment process.

MANAGEMENT ECHELON

POST 39/118 : **DIRECTOR: ADMINISTRATION AND GOVERNANCE SUPPORT SERVICE REF NO: 2026/148/OCJ**

SALARY : R1 317 384 – R1 551 807 per annum (Level 13), (all-inclusive package), consisting of 70% basic salary and 30% flexible portion that may be structured in terms of the applicable rules. The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Applicants should be in possession of a Bachelor of Laws or related legal qualification at NQF level 7 as recognised by SAQA. A minimum of five (5) years' experience at a Middle / Senior Management level, of which at least three (3) years' must have been in the field of Legal Administration. A valid driver's license. Successful completion of the Nyukela Public Service Pre-entry Programme as endorsed by the National School of Government (NSG), prior to the appointment. Knowledge and skills: Knowledge of the Constitution of the Republic of South Africa. Extensive knowledge and experience in Parliamentary operations. Knowledge of Legislative Framework, Medium Term Strategic Framework (MTSF). Understanding of Treasury and PFMA Regulations. Government legislation. Monitoring and evaluation methods. Legislative drafting. NDP- National Development Plan. Knowledge of government systems and structures. Knowledge of relevant legislations and prescripts. Problem solving skills. Verbal and written communication skills. Analytical skills. Negotiation skills, People and diversity management skills. Strategic and analytical skills. Sound financial management skills. Presentation skills. Research skills. Planning and organizing skills, Computer literacy, (MS Office). Personal Attributes: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem solving and analysis, People Management and Empowerment, Client Orientation and Customer Focus, Honesty and Integrity, Communication. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Manage the administrative support to the Secretary General pertaining to compliance function, legal and general research and portfolio committee programme. Manage research and draft advisories whilst instituting proper record management, knowledge systems, policies and procedures. Liaise with other government departments and agencies to ensure smooth intergovernmental cooperation and information sharing. Manage coordination of matters emanating from Parliament's participation for inter-governmental relations, Judiciary events and programmes. Manage the Directorate.

ENQUIRIES		Technical Related and HR Enquiries: Mr SW Mekoa Tel No: (010) 493 2500
APPLICATIONS	:	Applications can be sent via email to 2026/148/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.

OTHER POSTS

POST 39/119	:	**ADMINISTRATIVE OFFICER REF NO: 2026/149/OCJ**
SALARY	:	R338 106 – R398 277 per annum (Level 07). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Western Cape Division of The High Court: Cape Town
REQUIREMENTS	:	Applicants should be in possession of a National Diploma in Public Management/ Administration or an equivalent qualification at NQF level six (6) with 360 credits as recognised by SAQA. A valid driver's license will serve as an added ad. Skills: Skilled in computer literacy (MS Office), communication (written and verbal), time management, problem solving, planning and organising. Along with the following attributes: flexible, self-driven, motivated, ability to work under pressure, accuracy and attention to detail.
DUTIES	:	Ensure good quality recording of court proceedings by training newly appointed Administration Clerks (DCRS) on technical and administration aspects of operating the court recording machine, ensuring that tests are run on all court recording machines every morning before court sittings to check the microphone status and sound quality, ensure that all DCRS clerks are seated in court 15 minutes before court proceedings, troubleshoot reported technical problems on court recording machines to resolve or confirm the reported problem, log calls to helpdesk for Court Recording Machine problems that cannot be resolved by troubleshoot, ensure that all clerks utilize headphones throughout court proceedings and they playback recordings at intervals to monitor quality of the audio, ensure court recordings are backed-up and filed systematically by facilitating transcription of Judgments for the purpose of backup, ensure digital and physical court recordings (CD's and Transcriptions) are marked clearly with case details and parties' details, file physical court recordings(CD's and Transcriptions) in an access controlled strong room and in a systematic manner, ensure that CRT system uploads court recordings to the local server, ensure Admin Clerks (DCRS) download court recordings to CD's or USB's, facilitate the transcription services within the court by retrieve cases upon receipt of written request for transcriptions, update the transcription register before court recordings are sent to the transcriber and after the transcribed records are received, test court recording for audibility before sending it to the transcriber, ensure the transcriber meets the turnaround time and implement penalties when the transcriber fails to comply with the SLA, liaise with the requester upon receipt of transcribed records, follow-up invoices with the transcriber and ensure they are paid within 30 days, supervise and develop staff by ensuring general supervision of employees, allocate duties and perform quality control on the work delivered by officials, ensure that officials adhere to proper mannerisms when in the courtroom by refraining from using their cellphones in court as this can interfere with the quality of the recording, manage leave of staff, advise and lead supervisees with regard to all aspects of the work, manage performance agreements for the section and assessing staff half yearly and annually, conduct and discipline of employees, ensure that all employees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, address enquires and provide advise and guidance on asset allocation and control, ensure the assets in the office and all equipment is accounted for and that all assets correspond with the custodian and location. Perform any other relevant administrative support functions to the Judiciary, Court Manager and Supervisor.
ENQUIRIES	:	Technical Related Enquiries: Mr SD Hlongwane Tel No: (021) 469 4032 HR Related Enquiries: Ms N Chwethiso Tel No: (021) 480 2411
APPLICATIONS	:	Applications can be sent via email to 2026/149/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 39/120	:	**ADMINISTRATION CLERK: (DCRS) REF NO: 2026/159/OCJ**
SALARY	:	R237 453 – R279 708 per annum (Level 05). The successful candidate will be

required to sign a performance agreement.

CENTRE : KwaZulu-Natal Division of The High Court: Pietermaritzburg

REQUIREMENTS : An applicant should be in possession of a Grade 12 certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A valid driver's license will serve as an added advantage. Skills: Skilled in communication (verbal and written), interpersonal relations, planning, organisation, computer literacy (MS Office) and administration Along with the following attributes: flexibility and teamwork.

DUTIES : Provide administrative support in pre-recording of court proceedings, render proper recording of court proceedings, perform playback events or after the session, provide administrative support as required by the Court Manager and/or Registrar and/or Supervisor.

ENQUIRIES : Technical Related Enquiries: Mr S Dlamini Tel No: (033) 345 8211
HR Related Enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS Applications can be sent via email to 2026/159/OCJ@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 39/121 : **REGISTRY CLERK REF NO: 2026/160/OCJ**

SALARY : R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : KwaZulu-Natal Division of The High Court: Pietermaritzburg

REQUIREMENTS : Applicants should be in possession of Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. A relevant qualification in the field of will serve as an added advantage. Knowledge and skills: Understanding of the National Archives Act and Regulations, understanding of the legislative framework governing the Public Service, knowledge of storage and retrieval procedures in terms of the working environment, understanding of the work in registry and Batho Pele Principles. Skilled in communication (written and verbal), interpersonal relations, computer literacy (MS Office), numerical, time management, planning, organising and report writing skills.

DUTIES : Handle incoming and outgoing correspondences. Receive, sort, register and dispatch mail, distribute notices on registry issues, record receipt files and protection records and ensure correct filling, make sure that the storeroom is locked to limit access, replace torn out registers, keep closed registers safe in the archival storeroom, render an effective filing and record management service, open and close files according to record classification system. File /store, trace (manually) and retrieve documents and files, ensure that the information inside the personal file is filed accordingly, complete index cards for all files, maintain safe custody and protection of files and records, label files neatly for easy retrieval, arrange and package files for archives and distribution, ensure that there is enough space for filing in the storeroom to avoid misfiling of documents, register all files requested by relevant clients. For example, clients such as Auditors and HR practitioners, process documents for archiving and/ disposal, conduct electronic scanning of files, sort and package files for archives and distribution, compile list of documents to be archived and submit to the supervisor and keep records for archived documents.

ENQUIRIES : Technical related enquiries: Mr MN Zondi Tel No: (033) 345 8211
HR related enquiries: Ms SZ Mvuyana Tel No: (031) 493 1723

APPLICATIONS : Applications can be sent via email to 2026/160/OCJ@judiciary.org.za

NOTE : The Organisation will give preference to candidates in line with the Employment Equity goals.

POST 39/122 : **SUPPLY CHAIN CLERK REF NO: 2026/161 /OCJ**

SALARY : R237 453 – R279 708 per annum (Level 05). The successful candidate will be required to sign a performance agreement.

CENTRE : National Office: Midrand

REQUIREMENTS : Applicants should be in possession of Grade twelve (12) certificate. No experience required. A valid driver's license will serve as an added advantage. Knowledge and skills: Knowledge of Public Service Policy Frameworks, Public Finance Management Act (PFMA), BBB-EE regulations, Treasury Regulations and Supply Chain Regulations. Skilled in communication (written and verbal), computer literacy (MS Office), interpersonal relations, planning and organisational. Along with following attributes: Ability to work independently, meet deadlines, attention to detail, work under pressure and teamwork

DUTIES	:	Support the Development of sourcing strategy, support collation information for Demand Management Plans and Procurement Plans, support in the development of the specifications/Terms of reference, support the compiling of tender, quotations and specifications, assisting in conducting bids and closing of bids, provide secretariat support for Bid Specification and Bid Evaluation committee, assist with preparation of documents to the relevant committees, maintaining of filling system for awarded bids, ensure that bid register is up to date and support the SCM reporting on procurement
ENQUIRIES	:	Technical related enquiries: Ms NB Ntimande Tel No: (010) 493 2601 HR related enquiries: Mr K Mphela Tel No: (010) 493 2527
APPLICATIONS	:	Applications can be sent via email to 2026/161/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.
POST 39/123	:	**TYPIST REF NO: 2026/162/OCJ**
SALARY	:	R201 093 – R236 877 per annum (Level 04). The successful candidate will be required to sign a performance agreement.
CENTRE	:	Eastern Cape Division of The High Court: Gqeberha
REQUIREMENTS	:	Applicants should be in possession of Grade twelve (12) certificate or equivalent qualification at NQF level four (4) as recognised by SAQA. No experience required. Knowledge and skills: Knowledge of Public Services Legislation. Prescripts and Regulations. Skilled in typing speed of at least 35 words per minute (wpm), computer literacy (Microsoft Office), research, communication (verbal and written), problem solving and time management. Along with the following attributes: creative thinking, accuracy, attention to detail and ability to work under pressure.
DUTIES	:	Type court orders and relevant court documents in line with endorsement on front of court file, type appeals, reviews, memorandums, reports, minutes, circulars, notice of set downs, witness statements and taxing master reports, type Rule 6(12) orders and make available in terms of the rule, ensure that orders are typed in the correct format and provided to the Registrar for checking, ensure that corrections to orders are done in line with the Registrar's instruction, ensure that all incorrect court orders and court documents are reported to the supervisor, make amendments on judgments as per judges' request/instruction, audit format of judgment and type urgent applications, sort and distribute incoming and outgoing files, attend to requests from Legal fraternity and public, draft term rolls for each court term in line with the Gazetted terms, type opposed and unopposed motion court roll in terms of the required format inserting the judges' names, type supplementary rolls, communicate roll to Registrars and Judge Presidents Office, ensure consecutive numbering and that files are categorised, provide Advocates enrolment orders to the Department of Justice and Constitutional Development, communicate court rolls to stakeholders through electronic mail, develop and maintain court rolls register, record work in register for monthly statistics and ensure that copy of divorce orders are forwarded to Home Affairs Head Office.
ENQUIRIES	:	Technical related enquiries: Ms. P Boya-Nyhiba Tel No: (041) 502 6626 HR related enquiries: Ms. Z Sulo Tel No: (087) 086 6929
APPLICATIONS	:	Applications can be sent via email to 2026/162/OCJ@judiciary.org.za
NOTE	:	The Organisation will give preference to candidates in line with the Employment Equity goals.